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15 April 1964

MEMORANDUM FOR: Director of Personnel

FROM : Chief, Personnel Recruitment Division

SUBJECT : Supervisory Responsibilities Program

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1. I am attaching the comments of Messrs. [REDACTED] and [REDACTED] who attended the 10 April Supervisory Responsibilities Program. We were all impressed with the proceedings and considered ourselves well rewarded for our attendance.

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2. I was especially pleased by the willingness of the panel to take on and answer any and all questions. This was especially meaningful to the entire audience, in my opinion, and, certainly, should become SOP for future sessions.

3. As I mentioned earlier to you, I would suggest that your material might be punctuated with two or three slide illustrations of the three-dimensional career structures that operate within the Agency and for the individual.

4. My main concern with this type of program would be that it represents the Grand Opening, and that the real effectiveness of the lessons learned will have to come from some form of follow-up stayability, considering the 25 per cent auditory retention factor that was brought out. One question, which you answered, suggested a Supervisors Handbook, and I think this might be the answer if it is extremely well done and is used as a companion piece to the much-needed Employees Handbook.

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Attachments: A/S

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